
APPENDIX 21

REV. 01

G-FSP-G-00071

**Functional Service Agreement Between
Savannah River Nuclear Solutions LLC
and
Savannah River Remediation LLC**

Site Training Services

October 1, 2012

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1.0 INTRODUCTION

This Functional Service Agreement, Appendix 21 of Memorandum of Agreement (G-MOA-G-00002) describes the service exchange between the Savannah River Site (SRS) Site Management and Operations (M&O) contractor, Savannah River Nuclear Solutions LLC (SRNS) and Savannah River Remediation LLC (SRR).

This appendix describes the Site Training baseload work to be provided. Included as part of baseload activities are the programmatic responsibilities for the Site, as well as, certain tasks related to ensuring/interpreting program effectiveness, and activities considered to be part of Site Landlord and Site Services. Task-related activities outside of the agreed upon services documented in this FSA will be documented as part of the Service Level Agreements (SLAs).

Based on training projections and last fiscal year's Unit Billing System (UBS) data, it is estimated that SRNS will provide approximately 100,000 student hours of training to SRR in various settings (i.e., classroom, Web-based, Job Performance Measures etc). Direct work task-related activities that are more project- or facility-specific in nature will be part of the Service Level Agreements (SLAs).

The parties agree to review this FSA at least annually and revise it if changes are needed as determined by both parties.

Unless otherwise noted in this document, the services described do not apply to SWPF / Parsons.

2.0 POLICIES, PROCEDURES, AND MANUALS

The support and coordination of Site Training policies, procedures and manuals provided to SRR are part of the overall Site Training Program and provide the administrative requirements that promote consistency across the site and help to ensure safety and cost effectiveness. Full-time leadership is required to perform tasks such as keeping the program current with the latest DOE Orders, responding to external audits, providing timely guidance to meet field needs, maintaining alignment with other Site programs, providing and implementing corrective action plans, and addressing management initiatives and inquiries. The following describes detailed services that SRNS will provide to SRR:

- Maintain content and coordinate review and approval of all Site Training policies and procedures, including Manual 4B (*Training and Qualification Program Manual*) and applicable site-level training program descriptions.
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- Support, through review and consultation, the response to compliance questions and the incorporation and applicability of new or additional requirements (e.g., DOE Orders and DOE standards)
- Oversee and control all Site-level Training committees and groups with SRR representation/co-approval for site actions. The subject committees/groups are the Training Managers Committee (TMC), Automated Qualification Matrix (AQM) Users Group, and Training Records and Information Network (TRAIN) Users/Coordinators Group.
- Maintain the Site Training webpage content on InSite.
- Oversee and control the Training document types used by the Document Control Registry (DCR)
- Serve as the Owner and Design Authority for the TRAIN/AQM Systems. The scope of the support includes the following
 - TRAIN Configuration
 - Development Administration
 - System Administration
 - Data Administration
 - Business process technology and workflows
 - Object relationship management
 - User group training, materials, issues, planning, and coordination
 - Interface with other applications (i.e., Data Warehouse, InSite, Electronic Document Workflow System (EDWS))

The following policies, procedures, and manuals will be maintained for the Site by SRNS and will apply when services are provided:

Manual Number	Manual Title	Applicable Sections
4B	Training and Qualification Program Manual	All

3.0 CODES AND STANDARDS

Training standards at SRS are governed by DOE Orders and regulatory requirements designated by other federal and state agencies. These standards are incorporated into the *Site Training and Qualification Manual* (4B) as well as other program-specific documents that are used for implementation of general, regulatory, operations and maintenance training programs. SRS standards are intended to supplement and implement the requirements from national codes and standards, DOE Orders, local codes, and federal and state regulations.

4.0 SITE TRAINING SERVICES

4.1 General Training

Site General Training provides the development, implementation, and maintenance of training courses that are required for general site access as well as every day performance of duties at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities. These efforts for SRR facilities will include General Employee Training and Consolidated Annual Training.

4.2 Site Regulatory Training

Site Regulatory Training provides the development, implementation, and maintenance of Environmental, Safety, Health, and Quality Assurance (ESH&QA) training courses that are required by various State and Federal regulatory drivers contained in Codes of Federal Regulation, South Carolina State Code of Laws, State Regulations, DOE Orders/Policies/Standards, and other applicable Industry Standards. This training is required for qualifications and/or certifications that are required in order to perform certain duties at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities.

4.2.1 Site Radiological Controls Training

Site Radiological Controls Training provides the development, implementation, and maintenance of training courses that are required for Radiological Controls Personnel to perform their assigned duties at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities. These efforts for SRR facilities will include such items as:

- Initial Radiological Controls Inspector Training and Qualification
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- Radiological Controls Inspector Requalification.

4.2.2 Site Environmental, Safety, Health and Quality Assurance Training

Site Environmental, Safety, Health and Quality Assurance Training (ESH&QA) Training provides the development, implementation, and maintenance of training courses that are required for ESH&QA personnel to perform their assigned duties at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities. These efforts for SRR facilities will include such items as:

- Safety and Health Training
- Environmental Training
- Quality Assurance Training

4.2.3 Safeguards & Security and Emergency Services Training

Safeguards & Security and Emergency Services Training provides the development, implementation, and maintenance of training courses related to the protection of government-owned, company-controlled property from acts of theft, diversion, arson, sabotage or malicious destruction. This includes the protection and safety of personnel, special nuclear material, classified information, government property and prevention of any act that may compromise or cause an adverse impact on national security or program continuity. These efforts for SRR facilities will include such items as:

- Safeguards & Security Training
- Training to qualify SRR emergency response personnel

4.3 Site Maintenance Training

Site Maintenance Training provides the development, implementation, and maintenance of training courses that are required for performance of specialized duties as well as every day performance of duties of maintenance/transportation personnel at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements. Maintenance training for SRR facilities will include such items as:

- Training to qualify maintenance personnel to conduct specific maintenance tasks
 - Lifting/rigging Training
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- Electrical Safety Training
- Hazardous Materials Training
- Transportation Training

4.4 Site Engineering Training

Site Engineering Training provides the development, implementation, delivery and maintenance of training courses that are required for Engineering Personnel to perform their assigned duties at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities. These efforts for SRR facilities will include such items as

- Engineering Fundamentals
- Technical Staff Training
- Specific Engineering Training for areas such as USQ, criticality, etc.

4.5 Site Construction Training

Site Construction Training provides the development, implementation, delivery and maintenance of training courses that are required for Construction Personnel to perform their assigned duties at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities. These efforts for SRR facilities will include such items as:

- Safety Related Training (Electrical Safety, Lockout, Fall Protection, etc.)
- General Equipment Training (Lift Truck, etc.).

4.6 Site Web-Based Training

Site Web-Based Training provides the development, implementation, delivery and maintenance of Web-based training courses that are required to be completed in order to perform various functions, duties and activities at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities. The maintenance of various web pages for organizations on site is included in this service.

4.7 Site TRAIN System Administration

Site TRAIN System Administration provides the development, implementation, delivery and maintenance of the training management system that is used across SRS. This system maintains the official training and qualification completion training records for all personnel at SRS as well as the official index of approved training materials. This also includes maintenance of the TRAIN Data Warehouse, the TRAIN Forms in Lotus Notes and the Instructor Class Maintenance Module System.

4.8 Site Automated Qualification Matrix Administration

Site AQM Administration provides the development, implementation, delivery and maintenance of the qualification tracking system that is used across SRS. This system is the official vehicle for ensuring SRS personnel maintain the required qualifications.

4.9 Instructor Qualification Program

To ensure consistency, SRNS will maintain the Instructor Training and Qualification Program Description and will provide/coordinate instructor training and continuing education for training professionals to obtain and maintain qualification. Instructor qualifications will be tracked in the site's Automated Qualification Matrix (AQM).

5.0 INTERFACE CONTROL INFORMATION

On a monthly basis, SRNS Site Training will provide training completion data to the SRNS Financial Analysis Group who will issue a voucher against the funding provided by SRR to cover the cost. SRNS will provide a copy of the monthly training completion data to SRR.

6.0 SERVICE UNIT INFORMATION

For SRR, see Section 6 and Attachment 1 of this MOA (G-MOA-G-00002)

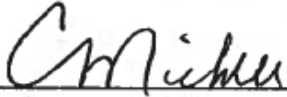

7.0 POINTS OF CONTACT

Both parties shall assign single Points of Contact (POCs) who will be responsible for coordinating and administering all matters related to this agreement. All requests for services shall flow through these POCs (or their functional designees). The POCs for this agreement are:

**SRNS: DeWitt L. Beeler, SRNS Training Manager
Enterprise.SRS Support Integration**

**SRR: Paul E. Shedd, Manager
SRR Training and Procedures**

8.0 APPROVALS

SRNS:	 _____ Charles Nickell, Manager Enterprise.SRS Support Integration Savannah River Nuclear Solutions, LLC	<u>9/11/12</u> Date
SRR:	 _____ Paul E. Shedd, Manager SRR Training and Procedures Savannah River Remediation, LLC	<u>9/19/12</u> Date